




Tenure Conversion

Introduction	In EHRP, there are several routine HR functions that are automated. One function of this type is the Tenure Conversion function. This section describes what the system requires to perform this function and how to use the information that the system provides.
Requirements	To enable EHRP to run automatic actions, the required position and employee data must first be set up. In order for the conversion actions to occur, the Service Conversion Dates must be entered on the Employment 1 page and the Reports To Position and the Tenure Status must be completed on the Employment 2 page.
Information	<p>The Tenure Conversion Automatic Action will identify employees who will reach their conversion date within 60 days.</p> <p>The following details the steps the user can use to review the list of employees the system has identified as approaching their tenure conversion date.</p>
1	<p>Follow the navigational path:</p> <p>Home ➔ Administer Workforce ➔ Automatic Actions (USF) ➔ Use ➔ Tenure Conv Notice</p>

The following page appears:



The screenshot shows the PeopleSoft interface for the 'Tenure Conv Notice' page. The breadcrumb trail is: Home > Administer Workforce > Automatic Actions (USF) > Use > Tenure Conv Notice. The page title is 'Tenure Conv Notice'. Below the title is a section 'Find an Existing Value'. It contains a 'Search By:' label and a dropdown menu currently showing 'Automatic Action Type'. Below this is a text input field for 'Automatic Action Type:' and a 'Search' button. A link for 'Advanced Search' is also present.

- 2 Select which search criteria to use from the Search **By** dropdown menu.

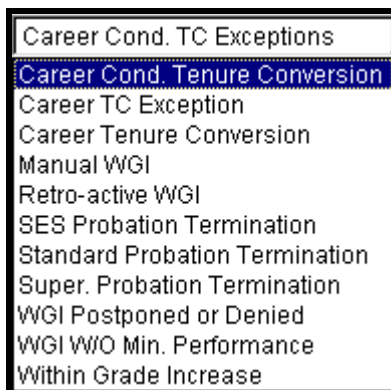
The **Search By** field contains the following possible values:



A dropdown menu with the following options: Action Date, Automatic Action Type (highlighted), Empl Rcd Nbr, and EmplID.

- 3 Select the **Automatic Action Type** from the dropdown menu.

The **Automatic Action Type** field contains the following options:



A dropdown menu with the following options: Career Cond. TC Exceptions, Career Cond. Tenure Conversion (highlighted), Career TC Exception, Career Tenure Conversion, Manual WGI, Retro-active WGI, SES Probation Termination, Standard Probation Termination, Super. Probation Termination, WGI Postponed or Denied, WGI W/O Min. Performance, and Within Grade Increase.

- 4 Click **Search**.



The page will list the names of employees who meet the search criteria and are eligible for conversion. Automatic Actions are deleted from the user's worklist when the user clicks on the corresponding link to open the item.

